

WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
d/b/a THE COAST RTA
REGULAR BOARD OF DIRECTORS MEETING
WEDNESDAY, OCTOBER 3, 2018 (SEPTEMBER MEETING)
9:30 AM

Board Present: Dr. Rob Sheehan
Darrell Eickhoff
Joseph Lazzara
Bernard Silverman
Ivory Wilson
Katharine D'Angelo
Randal Wallace
Lillie Jean Johnson

Staff Present: Brian Piascik, General Manager/CEO
Lynette Nobles, Executive Assistant/Board Liaison
Ron Prater, Chief Financial Officer
Michelle Cantey, PIO

Visitors: Nicholas Twigg, Citizen (arrived after
acknowledgement of visitors)

In accordance with the Freedom of Information Act (FOIA), the 2018 meeting schedule was provided to the press at the beginning of the 2018 calendar year, stating the date, time and location. In addition, notice of this meeting was provided to the press and stakeholders, stating the date, time, and location on October 1, 2018.

CALL TO ORDER: Dr. Sheehan called the meeting to order at 9:33 AM and welcomed everyone.

INVOCATION/PLEDGE OF ALLEGIANCE: Dr. Sheehan gave the invocation and the Pledge of Allegiance was recited

ROLL CALL/ANNOUNCEMENT OF QUORUM: Roll call was taken. A quorum was present.

ACKNOWLEDGEMENT OF VISITORS: None

PUBLIC COMMENT: (3-minute limit)

EMPLOYEE RECOGNITION: Mr. Piascik recognized and thanked Doug Herriott, Tom Burda, Michelle Cantey and everyone who worked so hard during the evacuation for Hurricane Florence. We split Conway and Myrtle Beach, having nine (9) buses in Myrtle Beach. With all of our mechanics living west of the waterway, Tom Burda (with one arm in a sling) checked the fluids in buses each morning.

Mr. Silverman commended Mr. Piascik for his presentation at the Horry County Council meeting. Nothing was over-promised.

APPROVAL OF AGENDA There was a motion and a second to approve the agenda. A voice vote was taken; no nays being heard, the agenda was approved.

APPROVAL OF MINUTES:

There was a motion and a second to approve the minutes from the August board meeting. A voice vote was taken; no nays being heard, the minutes were approved.

COMMITTEE REPORTS

SERVICE/PAC COMMITTEE: Meeting was cancelled due to flooding from Hurricane Florence

Dr. Sheehan announced that results from the approximately 1,000 surveys will be ready for the next Service/PAC Committee. He added that, per the survey, there is support for \$1 fee for adults, but children to ride free.

Mr. Piascik added that strategy for the Entertainment Shuttle will be discussed in the next committee meeting.

FINANCE COMMITTEE: Meeting was cancelled due to flooding from Hurricane Florence

Mr. Piascik began the report by distributing the edited Notes page from the financials. We were pretty close to the overage on the budget, but we should be closer at the end of September. We lost about three (3) days of service; we still have some people in shelters (Bucksport). The storm helped because the days that drivers and CSR's weren't working due to the storm, they were able to use PTO, which brought that number down. They could also apply for temporary unemployment. Mr. Silverman asked when we would know the amount for the first quarter (user fee). Mr. Piascik said that it shouldn't be but a couple of weeks. Mr. Wilson asked about Legal and Professional: Mr. Piascik said that it for legal services.

You have a replacement sheet for the Notes page, which will be replaced prior to posting the financials on our web site. Dr. Sheehan hared that the board is not thrilled with how the balloon payment on the loan is shown. Dr. Sheehan asked about the meeting with Conway National Bank. Mr. Piascik said that the meeting will take place in the next couple of weeks.

Cash Requirements are in pretty good shape. Payroll this week was \$92,000 instead of \$99,000. Dr Sheehan asked if we have the new fork lift. We have not. It takes a while to get one.

Ron reported that the auditors will be sending the engagement letter within the next week. They will be asking for documentation. Also, the state audit is coming up – had to be rescheduled due to the hurricane. They may be coming in December. The Cost to Complete is approximately \$45,000. The feds conduct triennial every three (3) years, as does SCDOT. Our DBE goal was being calculated

incorrectly in the past; we have corrected that procedure.

KPI's – 71,000 rides – right on par with last August. Regular routes all increased. Mr. Silverman asked when we will get the two (2) new buses. Mr. Piascik said next year. Ridership on Paratransit is getting back to normal. We're excited about getting Ecolane, the new scheduling system.

Grants – We spent down our 5307 grant. It sunset on September 30. We have a new grant in the system from GSATS. We should get the split letter shortly. It should be about \$1.5 million, split between Operations and Preventive Maintenance (is paid 80%/20%).

GENERAL MANAGER'S REPORT:

Mr. Piascik distributed the project list. We lost three (3) full shutdown. For two (2) days, we had buses staged, but did not transport anyone. We had buses staged in Myrtle Beach and in Conway due to the flooding situation. Residents did a great job of evacuating. The state sent us 10 buses, so we did not have to use the school district buses. 12 AM – 6 AM is not really useful. We have to be off the road at least 12 hours before tropical-force winds. The Governor made a good call and the Emergency Management leaders in Georgetown and Horry County both did an excellent job. We started to operate the Myrtle Beach routes with some service in Georgetown to get people to work. We split that service between Conway and Myrtle Beach. The gas cards were used to fuel the buses. There was a fuel truck at the airport which we could have used, if necessary. We began unmodified routes on the 30th, with the exception of 1, 2, and 3. Strovis system is going to be very helpful in isolating the labor cost of the storm.

AECOM – the delay is us. The grant is executed at FTA; we are in the process of negotiating Task orders 2 and 3. Task Order 2 will be for about 40 signs including MBTC and Route 10. Task Order 3 will be clean-up items. These orders should be completed and executed by the end of the month. The signs have been ordered. The company who designed our sign is a DBE (Design the Sign). The question is do we want to do a ribbon-cutting? "Yes" was the answer. Dr. Sheehan expressed his thought that we should do the ribbon cutting at the Myrtle Beach Transit Center. There was a suggestion that we have a ribbon cutting in each municipality.

Good news on the Internationals. They have been turned into milk trucks. Instead of having to reduce our grant by \$210,000, it will be reduced by \$117,000 (61% of the equity). We're getting a 22-passenger vehicle and a 16-passenger vehicle. Tom Burda will be going to inspect them next week.

There is a resolution that you will be asked to approve for us to suspend procurement thresholds to purchase the bus stop signs.

The only other thing is the project listing. He went through the list and made brief comments. Dr. Sheehan asked that some items be added. Those highlighted in green are new; and items highlighted in gray have had changes. There will be an update on the Riders' Guide at the next Service/PAC Committee meeting. Line 32, we are required to have a Transit Asset Management Plan. They gave us a spreadsheet primer showing how they want it set up. Line 29, Mr. Piascik is going to go after GSATS to do our Fare Structure Analysis. Dr. Sheehan said that he does not see farebox repair on the

list of projects. Mr. Piascik said that farebox repairs are ongoing, and is part of maintenance. The board requested a report as to the amount of revenue lost due to farebox breakdowns. Also, a report regarding the meeting with Conway National Bank. Mr. Prater added that we're looking at an electronic purchase order program.

APPROVAL OF RESOLUTIONS: Ms. Nobles read the following resolutions into the record.

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
RESOLUTION NO. SEPT2018-15**

**APPROVAL TO OVERRIDE INTERNAL PURCHASING COST
THRESHOLDS FOR PROCUREMENT OF BUS STOP SIGNS**

A motion of the Board of the Waccamaw Regional Transportation Authority authorizing the General Manager/Secretary - Treasurer to grant a one-time override of internal purchasing cost thresholds found in the Authority's Procurement Policy, for the sole purpose of procuring signs using the federal thresholds for micro-purchases.

There was a motion and a second to approve the resolution. A voice vote was taken, no nays being heard, the resolution passed.

EXECUTIVE SESSION: None

OLD BUSINESS: The board read through Mr. Piascik's accomplishments and suggested that he include "Annunciation". Budget management to get us through the cash problem should be one of your accomplishments. Dr. Sheehan suggested that the Bus Stop Sign Program be added to the Goals. The board recognizes that it will not be completed in one (1) year. Also, add Restructuring Plan (changes in employee roles). Mr. Piascik is to compare his list of goals from last year to his list of accomplishments this year and get it out to the board.

The FY19 Meeting Schedule was set. Ms. Nobles will prepare the new schedule and send it out to the board members, as well as adding the meetings to the Outlook Calendar. It will also be posted on our web site.

NEW BUSINESS: None

ANNOUNCEMENTS: None

ADJOURNMENT: There was a motion and a second that the meeting be adjourned. A voice vote was taken. No nays being heard, the meeting was adjourned at 11:37 AM.